

# DEPARTMENTAL INPUT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New   
 ☐ OTR   
 ☐ Sole Source   
 ☐ Bid Waiver   
 ☐ Emergency   
 Previous Contract/Project No. EPP8118-4/11-OTR

☐ Contract   
 ☐ Re-Bid   
 ☒ Other   
 LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQPM1100107   
 TERM OF CONTRACT 1 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Building Management System Maintenance

Description:

The purpose of this solicitation is to establish a contract for maintenance of a building management system at Miami Dade Turner Guilford & Knight Detentions Center (TGK) in conjunction with the County's needs on an as needed when needed basis.

Issuing Department: DPM   
 Contact Person: Leonard Gonzalez   
 Phone: 305-375-1441

Estimate Cost: \$300,000   
 Funding Source: General   
GENERAL   
FEDERAL   
OTHER

### ANALYSIS

<b>Commodity Codes:</b>	<u>03113</u>	<u>90678</u>	<u>91006</u>		
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>	<u>Thermal Concepts, Inc.</u>	<u>Same</u>	<u>Same</u>		
<b>Small Business Enterprise:</b>	<u>Bid Preference SBE</u>	<u>Same</u>	<u>Same</u>		
<b>Contract Value:</b>	<u>\$230,000</u>	<u>\$250,000</u>	<u>\$250,000</u>		
<b>Comments:</b>	<u></u>				
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

### RECOMMENDATIONS

	<b>Set-aside</b>	<b>Sub-contractor goal</b>	<b>Bid preference</b>	<b>Selection factor</b>
<b>SBE</b>	<u></u>	<u></u>	<u></u>	<u></u>
<b>Basis of recommendation:</b>				
<u></u>				
Signed: <u>Leonard Gonzalez</u>		Date sent to SBD: <u>05/05/2011</u>		
		Date returned to DPM: <u></u>		

RECEIVED

Revised April 2005

**SECTION 2**  
**SPECIAL CONDITIONS**

**PREVENTIVE MAINTENANCE FOR A BUILDING MANAGEMENT SYSTEM**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:**

The purpose of this solicitation is to establish a contract for maintenance of a building management system at Miami Dade Turner Guilford & Knight Detentions Center (TGK) in conjunction with the County's needs on an as needed when needed basis.

**2.2 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference)**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts valued up to \$1 million and a 5% percent bid preference shall apply to contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Small Business Development (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access Miami-Dade County - Small Business Development - Certification Process

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

**2.3 PRE-BID CONFERENCE AND WALK-THRU TOUR (Mandatory):**

A pre-bid conference and tour will be held on May 11, 2011 at Turner Guilford & Knight Detention Center (TGK) located at 7000 Northwest 41<sup>st</sup> Street, Miami, Florida, 33166. The conference will begin promptly at 9:00 a.m.

It is mandatory that a representative of the firm attend this walk-thru in order to qualify to submit an offer in response to this solicitation.

The vendor's offer cannot be considered if a representative from that vendor's firm fails to attend this mandatory pre-bid walk-thru tour, or fails to arrive at the walk-thru within fifteen (15) minutes of the scheduled starting time.

**IMPORTANT NOTE:** If a mandatory conference is also being held in conjunction with this walk-thru tour, it will be necessary to attend both the walk-thru and the conference in order to qualify to submit an offer in response to this solicitation.

"Multiple members of individual community councils may be present."

**2.4 TERM OF CONTRACT: TWELVE (12) MONTHS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of

**SECTION 2**  
**SPECIAL CONDITIONS**

Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.5 OPTION TO RENEW : INTENTIONALLY OMITTED**

**2.6 METHOD OF AWARD: TO MULTIPLE LOWEST PRICED VENDORS IN THE AGGREGATE**

Award of this contract will be made to two (2) responsive, responsible vendors who submit an offer on all items listed in the solicitation, whose offer represents the lowest price when all items are added in the aggregate, and whose offer meets the minimum qualifications. While the method of award prescribes the method for determining the lowest responsive, responsible vendor, the County will award this contract to the designated lowest vendor as the primary vendor and will award this contract to the designated second lowest vendor as the secondary vendor respectively. If the County exercises this right, the primary vendor shall have the responsibility to initially perform the service or deliver the goods identified in this contract. If the primary vendor fails to perform it may be terminated for default and the County shall have the option to seek the identified goods or services from the secondary vendor. During the term of the contract, the County may also make award to the third lowest vendor as tertiary if the primary and secondary vendors do not perform.

Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform as noted may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in Section 1.5, Award of Bid Solicitation.

**A) MINIMUM QUALIFICATIONS**

Vendor(s) shall submit with their bid all the specified information, documents and attachments as proof of compliance to the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the evaluation process. Failure to provide proof of compliance to the minimum qualification requirements, as specified by the County, shall result in the bidder's bid being declared non-responsive. The County shall be sole judge of the vendor's conformance with the qualification requirements and its decision shall be final. The County reserves the right to verify the information submitted by the vendor and to obtain and evaluate additional information, as it deems necessary to ascertain the bidders' conformance to the minimum qualification requirements.

Minimum qualifications are:

1. All technicians must possess documented experience of no less than three (3) years of working with Building Management Systems, controls and mechanical systems.

**SECTION 2**  
**SPECIAL CONDITIONS**

2. All technicians must possess the ability to interface with controls from a "Metasys" system with Johnson control parts and have the ability to resolve software problems and to maintain system software.

3. All technicians must possess the ability to recommend, engineer and complete upgrades or modifications to the existing systems including written estimates and drawings.

**2.7 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:**

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

**2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT: INTENTIONALLY OMITTED**

**2.9 EQUAL PRODUCT: INTENTIONALLY OMITTED**

**2.10 LIQUIDATED DAMAGES: INTENTIONALLY OMITTED**

**2.11 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

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**SPECIAL CONDITIONS**

- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**NOTE: MIAMI-DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.**

**CERTIFICATE HOLDER MUST READ:      MIAMI-DADE COUNTY  
111 NW 1<sup>st</sup> STREET  
SUITE 2340  
MIAMI, FL 33128**

**Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.**

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed

**SECTION 2**  
**SPECIAL CONDITIONS**

certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.23 of this solicitation.

**2.12 BID GUARANTY: INTENTIONALLY OMITTED**

**2.13 PERFORMANCE BOND: INTENTIONALLY OMITTED**

**2.14 CERTIFICATE OF COMPETENCY**

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency for Electrical Contractor/Low Voltage work issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

Vendor shall submit with their bid all the specified information, documents and attachments as proof of compliance to holding a valid Certificate of Competency; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the required certificate information/documents during the evaluation process. Failure to provide proof of a valid certificate, as specified by the County, shall result in the bidder's bid being declared non-responsive.

**2.15 METHOD OF PAYMENT: MONTHLY INVOICES**

The vendor(s) shall submit monthly invoices by the tenth (10th) calendar day of each month. These invoices shall be submitted to the County user department(s) that requested the service through a purchase order. The invoices shall reflect the type of service provided to the County in the prior month.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

**SECTION 3**  
**TECHNICAL SPECIFICATION**

**PREVENTIVE MAINTENANCE FOR A BUILDING MANAGEMENT SYSTEM**

**3.1 SCOPE OF WORK**

To provide preventive maintenance services for a building management system manufactured by: Johnson Controls at Turner Guilford & Knight Detention Center (TGK).

**3.2 PREVENTIVE MAINTENANCE**

The preventive maintenance shall include twelve (12) inspections per year and include the following services:

- A. Service, repair, replace and required/ critical upgrades of the software (upgrades that may affect the operation of the system) to include all equipment included in the equipment list including any and all associated breakers, wiring, switches, etc. The awarded bidders will be required to provide all materials and parts as needed to complete the repair. All blue prints, operation & maintenance manuals for the equipment are available.
- B. The awarded bidder will be required to label all items on the equipment list included within this solicitation with a bar code label or other type of inventory system to indicate through a quarterly report (list of physical examinations), that proper inspections equal to one circuit (circuit-inspection of equipment list) were completed. Every piece of equipment must be checked on a quarterly (every three months) basis via the BMS.
- C. The awarded bidder shall be familiar with and comply with all Miami Dade County Corrections' tool control, entry, documentation and movement procedures that apply to outside contractors. All technicians will submit an itemized list where he/she will list all the tools being brought into the facility. The form will be supplied by Miami Dade Corrections Department.
- D. Once a year it will be required of the awarded vendor to tour the facility with the awarded vendor for service to the fire alarm system and perform the certification of the fire alarm system. Both vendors shall coordinate the work to insure that the building fire and smoke evacuation system work in conjunction with each other as required by NFPA and local regulatory codes in combination with the Fire Alarm System.
- E. After award of the contract the technicians providing services under this contract will be required to have background checks. Miami Dade County will be responsible for the cost of the background checks. Only if the technician passes the background check, they will be allowed entrance to the facility.

**3.3 INSPECTIONS**

The following Service will be performed upon each inspection:

**A. Air Handling Unit (AHU) Control Working Function**

**SECTION 3**  
**TECHNICAL SPECIFICATION**

1. Verify communication from the supervisory controller to the field controller.
2. Verification of fan start-stop control and fan status reporting.
3. Performance verification of control algorithms as applicable i.e. cooling, static pressure, cubic feet per minutes.
4. Verification and calibration of temperature and pressure sensors.
5. Inspect and clean enclosure and sensors.
6. Verification and calibration of outside air dampers, return dampers and their associated actuators.

**B. Fan Coil Unit Control Working Function**

1. Verify communications from the supervisory controller to the field controller.
2. Verification of fan start-stop control and fan status reporting.
3. Performance verification of control algorithms as applicable i.e. cooling, static pressure, cubic feet per minute.
4. Verification and calibration of temperature and pressure sensors.
5. Inspect and clean enclosure and sensors.
6. Verification and calibration of outside air dampers return dampers and their associated actuators.

**C. Variable Frequency Drive Working Function**

1. Verify communications from the supervisory controller to the variable frequency drive.
2. Verify all variable frequency drive programmed settings per manufacturer specifications.
3. Test low and high programmed limits.

**D. Variable Air Volume (VAV) Control Working Function**

1. Verify communication from the supervisor controller to the field controller.
2. Performance verification of control algorithms as applicable, i.e. cooling, static pressure, cubic feet per minute volume to set point.
3. Verification of zone thermostat communication bus.
4. Verification of proper operation of VAV dampers and associated actuators.

**E. Chiller Plant Control Working Function**

1. Verify communications from the supervisory controller to the field controller.
2. Verification of pump start-stop control and pump status reporting.
3. Performance verification of control algorithms as applicable, i.e., chill water pressure and condenser water temp.
4. Verification and calibration of temperature and pressure sensors.
5. Inspect and clean enclosure and sensors.
6. Verification of cooling tower fan start-stop control and cooling tower fan status reporting.
7. Verification of chiller start-up and chiller status reporting.
8. Verify labeling and inspect for electrical impedance.



**SECTION 3**  
**TECHNICAL SPECIFICATION**

9. Verification of rotation sequence for the chillers, pumps, and cooling tower as dictated by the rotation schedules, please see section 3, paragraph 3.6.

**F. Supervisory Controller Working Function**

1. Verify communications from the building supervisory controller to the workstation.
2. Verify communications from the medical housing controller to the workstation.
3. Test battery backup for the Network Control Modules.
4. Inspect and clean enclosures.

**G. Operator Workstation Working Function**

1. Verify communications from the building supervisor controller to the workstation.
2. Verify communications from the medical housing supervisory controller to the workstation.
3. Upload database to the archive workstation from the supervisory controllers and perform a database back-up of the Building Management Systems test remote dialup.
4. Test remote dialup.
5. Test auto-paging on an alarm.
6. Perform file housekeeping on the hard drive.
7. Review Building Management System graphical displays.
8. Review Building Management – GPL database.
9. Inspect and clean all interior components of the workstation to include the key board and printer every quarter.
10. Consultation with the Facilities/ Maintenance Manager upon completion of the preventive maintenance.

**H. Smoke Evacuation Working Function**

1. Verify communications from the supervisory controller to the field controller.
2. Inspect and clean enclosure and sensors.
3. Verify operations of the Fireman's Override Panel.
4. Verify and exercise control of the smoke dampers.
5. Inspect and lubricate smoke damper linkages and verify all blades and seals.
6. Verify and exercise control of Smoke Exhaust Fans (Annual Inspections required).

**I. Motor Working Function**

1. Check ventilation ports, motor windings for soil accumulation and clean.
2. Lubricate motor bearings and check hold down bolts.
3. Record motor amps at full load and compare to rated name plate.
4. Record line voltage to motors and compare to name plate.
5. Use laser test meter and record motor casing temps.
6. Check pulley alignment.
7. Check motor shaft and bearings for binding or movement.
8. Replace motor drive belts.
9. Record any visual discrepancies and advise the facilities' Manager.

**SECTION 3**  
**TECHNICAL SPECIFICATION**

**3.4 EQUIPMENT LIST TO BE SERVICED**

1. 198 VAV boxes
2. 24 VAV CHW AHU's
3. 24 AHU VFD'S
4. 2 Chillers, cooling towers & pumps
5. 7 FCU's (Kit, Office, UPS room, Maintenance office, roof radio room and (3) Elevator equipment rooms)
6. 2 H & V Units
7. BMS System & Workstation

**3.5 PREVENTIVE MAINTENANCE SCHEDULE**

The awarded bidder will be required to submit for approval a schedule to follow by items to be inspected every month for the preventive maintenance program. The schedule shall allow for all items listed in the "Equipment List" to be inspected four (4) times per year (quarterly). A report with a list of equipment that have been inspected shall be submitted to Corrections to verify the inspections every quarter.

**3.6 COVERED MATERIALS**

Vendor shall furnish all labor, including transportation material, tools and equipment to provide preventive maintenance to the Building Management Systems. The following items will be included as covered materials at vendor's expense:

- A. All field controllers and expansion modules
- B. Supervisory controllers.
- C. Integrators.
- D. All different types of sensors.
- E. All valve or damper actuators.
- F. Repair or replacement of variable frequency drives (vfd's).
- G. Repair or replacement of operator workstation.
- H. Upgrades for all existing software to the (BMS) system.
- I. Motors – various horsepower & voltage ratings for both Air Handling Units (AHU's) and smoke exhaust.
- J. Valves – various size valves and associated actuators.

**3.7 OPTIONAL SERVICES FOR THE SMOKE EVACUATION SYSTEM**

Services to be provided on an as needed when needed basis.

1. Smoke Exhaust System
2. 534 Smoke Damper Operators
3. 777 Cell Smoke Dampers
4. 146 Motorized Damper Operators
5. 1,152 Motorized Cell Dampers
6. 1 Fireman's Override Panel
7. Motors
  - A. 11 Serf Fan Motors

**SECTION 3**  
**TECHNICAL SPECIFICATION**

- B. 24 ANU Motors
- C. 40 EF Fan Motors
- D. 44 SSF Fan Motors
- E. 55 SEF Fan Motors
- F. 2 H & V Motors